



## PROCEDURE FOR CHANGE TO WORKPLACE-BASED ASSESSMENT TOOLS, SUPPORTING DOCUMENTS AND PROCEDURES

### Introduction

One purpose of the JCPT is to review changes to assessment tools and procedures and to try to harmonise these between specialties to make it simpler for trainees, assessors and educational supervisors and to satisfy the principle of equity. For this reason it is important that changes are reviewed in a timely fashion. The tools themselves are fairly flexible so only major changes will need formal review and prior approval by the Postgraduate Medical Education and Training Board (PMETB). However, the documentation is held on the website and will require action by the College to change it.

In making changes, the College must ensure that it acts within the definitions of minor and major change as defined by PMETB in the [Operational Guide for the PMETB Quality Framework](#) (see pages 12 and 13).

A minor change is defined as “a change to the curriculum and/or its associated assessment system which is within the scope of the *Standards for curricula and assessment systems* which does not significantly alter the nature, outcomes and delivery of the totality and would still allow a trainee to meet the approved outcomes and so complete their Certificate of Completion of Training (CCT).”

A major change is defined as “a change to the curriculum and/or its associated assessment system which falls outside the scope of the *Standards for curricula and assessment systems* and thus may significantly alter the nature, outcomes and delivery of the totality.”

Changes will usually be requested by trainers and assessors in a specialty or occasionally by trainees. It is possible that the Assessment Department may require a change for legal reasons or to prevent inequity with other specialties. The CATT is the appropriate body of trainers to discuss requests initially although it is important that the Assessment Department is also notified as the changes may apply to other specialties or in other circumstances.

### Procedure

1. All requests for a change in a procedure, tool or assessment form should be notified to the relevant CATT chair and to Sandra Dewar, College Assessment Manager ([sandra.dewar@rcpath.org](mailto:sandra.dewar@rcpath.org)).
2. If the change is agreed by the Assessment Manager and Director of Examinations and Assessment to meet the PMETB definition of minor, the change requested should be discussed at the next CATT meeting with a view to the CATT making a recommendation about whether or not a change should be made.
3. If the change is agreed then it should be discussed and ratified at the next JCPT meeting.



4. The Assessment Manager will then put the change into operation and will inform the Head of Educational Standards who will make a note, if necessary, for the next annual submission of minor amendments to the relevant curriculum and assessment system to PMETB.
5. If the change required is critical but minor (e.g. for legal reasons) then the Chair of the CATT should discuss the change needed with the Director of Examinations and Assessment who may take chairman's action to effect the change but this should be confirmed at the next full committee meeting.
6. Once approved, all changes should be notified by email to programme directors, training school leads (where relevant) and registered trainees in the specialty.
7. In the unlikely event that a suggested change meets the PMETB definition of major, such a change will not be able to be made without the prior approval of PMETB.

**Dr Trevor A. Gray**  
**Director of Examinations and Assessment**  
**Assessment Department**

